FORM #1239
PM USA REV. 1/75

PHILIP MORRIS U.S.A.

SALES PERSONNEL EXPENSE VOUCHER

DRAFT NO. ← FILL IN

DO NOT WRITE HERE →

GROUP | SALESMAN'S NUMBER

SALESMAN'S NAME (PRINT)

WEEK ENDING (SATURDAY) 197

HEADQUARTERS (CITY-STATE) | TERRITORY CODE | REGION NO. | SECTION NO.

		SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.	TOTAL	ACCT. CODE
	Hours Worked									FOR OFFICE USE ONLY
	Explanation *(Time Not Worked)*									
	Town and State Where Expenses Were Incurred									
PERSONAL AND OTHER EXPENSES	Room									
	Meals									
	Telephone, Postage									
	Transportation Paid by You *(other than company car)*		REPORT AS USUAL							
	Car Rentals									
	Personal Smokes									
	Supplies – Office, Etc.									
SAMPLES	B & H 100'S BOX ACTIVITY:									
	30 PACK SET/SELL		Maximum $1 per outlet for 2 week period							
	18 PACK SET/SELL		$1 per display - Maximum $5 per outlet							
	Switch Sampling									070
	Samples – Other *(Specify)*									
	TOTAL GRATIS									
INCENTIVE PROMOTIONS	MARLBORO A-1		$12.50 display allowance per outlet							
	20 PACK SET/SELL		$1 display allowance per outlet							

MERCHANDISING PROGRAM EXPENSE – PERFORMANCE REPORT TOTAL (FORM #1762 ATTACHED) | 160-190-00

AIR TRAVEL CARD CHARGES

TRIP DATE	TICKET NO.	ORIGIN	DESTINATION	AMOUNT
				$

TOTAL EXPENSES ABOVE		
AUTO EXPENSE *(From Auto Expense Statement)*		
TOTAL EXPENSE		

COMMENTS:

SIGNATURE _____ ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

AUTOMOBILE EXPENSE STATEMENT

SALESMAN'S NAME (PRINT) | YEAR & MAKE OF CAR

CAR NUMBER | WEEK ENDING | TERRITORY CODE | CAR ASSIGNED PERM. ☐ TEMP. ☐

DAY	Daily Business Miles	Gasoline Gals.	Gasoline Cost	Oil & oil changes Qts.	Oil & oil changes Cost	Maint. & Repairs	Tires & Tire Repairs	Parking & Storage	Washing & Cleaning	Tolls	License & Taxes	Accident Repairs	Misc.	TOTAL
SUN.			$		$	$	$	$	$	$	$	$	$	
MON.														
TUES.														
WED.						REPORT AS USUAL								
THURS														
FRI.														
SAT.														
TOTAL			$		$	$	$	$	$	$	$	$	$	$

ODOMETER READING THIS PERIOD	1—END		MILES DRIVEN THIS PERIOD	3—TOTAL *(1 less 2)*		LESS CHARGE FOR: _____ Personal Miles @ ¢/Mile	$
	2—BEGINNING			PERSONAL	BUSINESS	NET COMPANY AUTOMOBILE EXPENSE *(Transfer above)*	$

TRIPLICATE – RETAINED

10050151

Source: https://www.industrydocuments.ucsf.edu/docs/gkw00000